

8 February 1977

MEMORANDUM FOR: Executive Secretary

FROM : [REDACTED]
Security Officer/DCI Area

SUBJECT : DDI/OCG Personnel Involved with the Morning Minutes

1. Since the recent reorganization of the DDI, two groups have the responsibility for converting the morning minutes to machine language and the other handles the retrieval of information. DDI/OGC/Information Services group furnishes the personnel who pick up the minutes from ER and transcribe them into machine language, the product is then turned over to DDI/OGC/Document Services Group for storage and retrieval when required.

2. Within the two groups the following personnel are assigned to the task:

a. OCG/ISG: [REDACTED] - Primary
Alternate

b. OCG/DSG: [REDACTED] - Primary Custodian
Alternate Custodian

[REDACTED] - Primary operator of Rapid
Search Machine for Retrieval
Alternate Operator

3. [REDACTED] advised that they do their best not to transfer people in and out of the project any more than absolutely necessary. She further advised that [REDACTED] are on maternity leave and would be available upon their return for reassignment to the program. A "super grade" clearance is in process on Mr. [REDACTED] and you will be advised of the outcome. After talking with [REDACTED] I feel that their present operation should be approved.

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MORI/CDF